

# Project Monitoring, Evaluation and Oversight

**April 8 – 9, 2013**

Department of Conservation

Training Building Conference Room

2901 W Truman Blvd, Jefferson City

Investment: \$250.00 per person

## Course Description:

Through the use of discussion, cases and group activities, this **2-day course** will examine how to establish processes and evaluation techniques for auditing project solutions. Participants will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. The course will focus on various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. The course will also focus on establishing process improvements to better maintain oversight procedures. Participants will be able to apply widely accepted standards and preferred evaluation and oversight principles, as well as the means to compile, analyze and optimize project performance. Additionally, participants will learn ways to deliver feedback and make recommendations to appropriate decision-makers in the organization.

*The course will follow one or more of Project Management Institute's nine knowledge areas of PMBOK® Guide.*

## Course Objectives:

### Objective 1: Define project oversight and why it is needed in organizations

- ☐ Develop evaluation processes and procedures
- ☐ Compare the difference between research and evaluation
- ☐ Evaluate current hindrances facing organizations when conducting oversight
- ☐ Analyze various ways of setting standards and measurements for projects
- ☐ Examine project metrics and requirements
- ☐ Define internal stakeholders for oversight and evaluation
- ☐ Discuss benchmarking techniques
- ☐ Define the what, why and how of evaluation
- ☐ Develop methods to evaluate projects you did not create
- ☐ Discuss models of successful evaluation
- ☐ Classify key success factors

### Objective 2: Examine data collection methods, formats and data analysis

- ☐ Evaluate ways to measure skills and knowledge
- ☐ Analyze how to calculate and interpret ROI
- ☐ Identify application and implementation costs
- ☐ Discuss forecasting methods
- ☐ Design evaluation templates and tools to conduct audits

### Objective 3: Examine project planning audit

- ☐ Examine project performance audit
- ☐ Examine project resource audit
- ☐ Compare technology audits
- ☐ Examine customer acceptance audit
- ☐ Discuss vendor-contractor audits
- ☐ Create evaluation reports that impact the organization in a positive way

### Objective 4: Discuss methods for making recommendations which encourage rather than disrespect

- ☐ Evaluate recording techniques for making recommendations
- ☐ Discuss recovery assessment processes
- ☐ Examine recovery indicators
- ☐ Examine a project recovery plan

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